

WORKS

5 April 1960

Proposed Work Program for

25X1A9a

A. Assistance to GRA Courier (50% to 75% of his time)

Involves riding and sitting in auto. Assists Geographic Research Area full-time courier in making deliveries to and pick ups from various Government offices within and beyond the District of Columbia area via auto. This assistance is needed for security purposes in order to eliminate the possibility of leaving the Agency car unattended with collected classified materials while the GRA courier is making tours of Government buildings gathering or delivering additional classified materials.

B. Proposed Tasks in D/GL

1. Assisting in the sorting of automatic distribution maps -- CIA and ATMP distribution.
2. Removing ownership marks from obsolete materials destined for other libraries.
3. Stamping CIA security classifications on map stocks.
4. Putting maps up on Bulletin Boards (once every 2 weeks).
5. Filing control cards by number.
6. Opening and delivering mail within the Map Library.

Distribution:

O&I -- St/A 25X1A9a

2 -- Ch/G

ORR:Ch/G: :jmc/4797(5 April 1960)